

FACT SHEET

Flexible Working - Your Rights

KEY CONTACT



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If you have been working for your current employer for at least 26 continuous weeks you can make a request for flexible working for any reason.

In order to make a request you must do so in writing. Your employer then has the three-month decision period (which can be extended by agreement) within which to consider the request, discuss it with you (if appropriate) and notify you of the outcome.

You can make a request for a change to your employment terms if the change relates to:

- » A change to the hours you work;
- » A change to the times when you are required to work;
- » A change to the place of work (as between your home and any of the employer's workplaces).

The change can be temporary or permanent.

Your employer can only refuse a request for one (or more) of the eight reasons set out in the legislation. These are:

- » The burden of additional costs;
- » Detrimental effect on ability to meet customer demand;
- » Inability to reorganise work among existing staff;
- » Inability to recruit additional staff;
- » Detrimental impact on quality;
- » Detrimental impact on performance;
- » Insufficiency of work during the periods the employee proposes to work;

- » Planned structural changes.

You can complain to a tribunal if your employer:

- » Fails to deal with your application in a reasonable manner;
- » Fails to notify you of the decision on your application within the decision period;
- » Fails to rely on one of the statutory grounds when refusing your application;
- » Bases its decision on incorrect facts; or
- » Treats the application as withdrawn when the grounds entitling your employer to do so do not apply.

You can only make one request in any 12-month period.

We can assist you with making a flexible working request by drafting a letter to your employer on your behalf. We can then advise you as to the next steps to take if your employer refuses your request.

Contact us for a free 20-minute consultation where we will discuss your current situation and advise you as to the next steps you should take.



How Can We Help You?

For more information and to find out how we can help you, please contact us on 0345 646 0406 or email enquiries@nockolds.co.uk and a member of our Team will be in touch.